

**Grantee: [Grant Number][Grantee Institution]**  
**Report: [Year here] Annual Report**  
**Annual Report Cover Sheet**

1. **PR/Award No.:**
2. **Program:**  
Congressionally-Directed Projects
3. **Institutional Name & Address:**  
[Grantee Institution]  
[City, State]
4. **Project Title:**
  
5. **Project Director / Contact Person:**

Name:  
Title:  
Address:

Phone:  
Fax:  
Email:

6. **Performance Reporting Period:**
  
7. **Current Budget Period:**
8. **Authorized Representative:**

Name:  
Title:  
Phone:

**I. Project Description**

**Project**

**Title:**

**Abstract:**

**Online** [project Web site if available]

**References:**

**Subject**

**Categories:**

**Contacts:**

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*[All project contacts here]*

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Name:  
Title:

Project Director

Address:  
Tel:  
Fax:  
E-mail:

Phone: 605-384-3997  
Fax: 605-384-4216  
Email: drgarcia@cme.coop

**II. Budget Summary**

Project Funds Awarded by OPE

Expense	(1)Current Budget	(2)Expenditures	(3)Obligations & Projected Expenditures	(4)Estimated Balance
A. Administrative Costs				
1. Salaries				\$0
2. Benefits				\$0
3. Travel				\$0
4. Equipment				\$0
5. Materials				\$0
6. Consultants & Contracts				\$0
7. Other				\$0
D. Indirect Costs				
				\$0
<b>Total</b>	\$0	\$0	\$0	\$0

Project Cost Share Totals Provided by Institution (and Partners if applicable)

Expense	(1)Current Budget	(2)Expenditures	(3)Obligations & Projected Expenditures	(4)Estimated Balance
Total Cost Share				\$0

**Budget Narrative:**

**III. Performance Information**

Please make sure you answer all of the following items. If any questions do not apply to your project, enter "N/A" in the text box. In each text box, leave a space between paragraphs.

- 1 What is the primary purpose of your Congressionally-directed grant?
  - ( ) Purchase equipment, computers, or other technology
  - ( ) Initiate a new academic program

- Support an ongoing academic program
- Provide general administrative support
- Provide financial aid to students
- Provide support for research activities
- Provide enhanced student services to disadvantaged students and others
- Other

**2** If the purpose of the grant was to support new or ongoing academic programs, in which area(s) of study? *(check all that apply)*

- K-12 education, including teacher education
- Science education
- Health care education
- Distance education
- Humanities or arts education
- Civic/leadership education
- Vocational education
- Homeland security
- Unspecified curriculum development
- Other

**3a** Are the objectives and impact of your project being evaluated as described in your approved grant application?

- Yes
- No

**3b** If you answered "No," please explain.

**4a** Do your evaluation activities suggest that the project has been effective in meeting the purposes established by Congress for the grant?

- Yes
- No
- Too soon to say (annual reports only)

**4b** If you answered "No," please explain.

**5** Does your evaluation suggest that the Congressionally-directed project has resulted in increased student access to, or retention in, an institution, program or discipline?

- Yes
- No
- Too soon to say (annual reports only)
- Not sure
- Not applicable

**6** Does your evaluation suggest that the Congressionally-directed grant project has resulted in improved student learning?

- Yes
- No
- Too soon to say (annual reports only)
- Not sure
- Not applicable

**7a** Has your project received any internal or external funding in addition to this Congressionally-directed grant?

- Yes
- No

**7b** If you answered "Yes," what kinds of additional funding? *(Check all that apply)*

- Other Congressionally-directed grant(s)
- Merit-based federal funding
- Additional institutional funding
- State funding
- Corporate or foundation support
- Other

**8** Please list the kinds of activities, products, and resources resulting from your project since the beginning of the grant. *(Check all that apply)*

- Project-based conferences or symposia
- Conference presentations
- Course modules
- Project-specific Web site
- Textbooks
- Software programs
- Conference proceedings
- Books
- Video materials
- Guides and handbooks
- Printed course materials
- Web-based course materials
- Technical reports
- Journal articles

- CD-ROMs/DVDs
- Other (Please write in other)

**9a** Has your project director changed during this reporting period?

- Yes
- No

**9b** If you answered "Yes," please provide the name, title, address, telephone, fax, and E-mail address of the new project director?

**10a** OPE serves Congressionally-directed grantees through prompt review of proposals for funding, distribution of information about managing grant projects, and technical assistance on project-specific issues. Please rate the overall quality of OPE's service to your project:

- Superior
- Very satisfactory
- About average
- Somewhat unsatisfactory
- Very poor

**10b** If you rated OPE's service as less than "Superior," tell us how our service could be improved.

#### **IV. Performance Narrative**

(attachments in Word, Excel, or PDF)

## **INSTRUCTIONS FOR COMPLETING SELECTED PRECEDING SECTIONS OF THE REPORT:**

### **Report Checklist**

**Grantee: [Grant Number][Grantee Institution]**

**Report: [Year here] Annual Report**

✓ indicates completed sections - all sections must be checked before the report can be submitted.

Section	Status	Update	Preview
<b>Project Description</b>		<a href="#">Update</a>	
<b>Budget Summary</b>		<a href="#">Update</a>	
<b>Performance Information</b>		<a href="#">Update</a>	
<b>Performance Narrative</b>		<a href="#">Update</a>	
<b>Submit Complete Report</b>		n/a	n/a

**Annual Report:** The Department of Education requires a **progress report** not less than annually (**annual performance report**) when the project performance period (including any no-cost extension) is more than 12 months and the performance period end date is after December 31. The progress report must be submitted by July 31.

For example, a project beginning July 1, 2005 and ending on or before December 31, 2006 would NOT be required to submit a progress report; only a final report is required, within 90 days after the December 31 end date. (See separate instructions on preparing a final report.) A project beginning July 1, 2005 and ending on any date in 2007 would be expected to file an annual performance report by July 31, 2006, and a final report within 90 days after the 2007 end date. A project beginning July 1, 2005 and ending in 2008 will be required to submit progress reports by July 31, 2006 and July 31, 2007, and a final report within 90 days after the 2008 end date.

**Please complete the following sections of the report:**

1. Project Description. Please update your database description to include the activities and accomplishments of this performance period contact information.
2. Budget Summary. Please complete the Budget Summary and provide a detailed budget narrative in the Budget Narrative section explaining the components of each line item, e.g., "Salaries - \$20,000 (.25 FTE @ \$80,000)." If you are not expending funds at the rate expected, explain why. Identify changes to your budget resulting from modifications of project activities described above. Unless notified otherwise, the balance of unexpended funds will be available for you to obligate funds through the end of the project period and, after the project ends, available for payments (but no new obligations) during an additional liquidation period of 90 days.
3. Performance Information. This is a questionnaire.
4. Performance Narrative. Please provide a report narrative detailing the activities, successes, and difficulties that your project experienced during the past year. Upload your essay and other appendices as attachments in this section. The upload function is similar to that used to attach documents to an e-mail message.
5. Cover Sheet. After you have completed the first four sections of the report, you will be able to submit your information to OPE. You will click on "Submit" twice. The first time you click on the "Submit Report" button, a cover sheet will be generated automatically for your review, based on the information you provided. All sections of the cover sheet are pre-populated, except for the items on Authorized Representative and person completing the report at the bottom of the

page, which must be completed. After completing these two items, click on the final "Submit" button to send the complete report to us.

## I. Project Description

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### Update Project Abstract

Enter your project title and a brief abstract in the form provided below. You may copy and paste your abstract using a word processor or text editor, or you may type in your abstract manually.

Regardless of the method you choose, your abstract should follow these guidelines:

- Each time you update your abstract, remember to discuss all major work tasks completed to date as well as current and future activities to be performed during the project period. In this way, successive updates of your abstract over time will increasingly be stated in the past tense. The final abstract written in conjunction with your final report will be worded almost entirely in the past tense.
- Your abstract should contain three to five paragraphs but be fewer than 4,000 characters in length.
- Leave two spaces between sentences and one line break between paragraphs.
- Do not use bold, italic, underlining, or any other character formatting.
- Do not use tabs or indentation.
- Do not use free-standing headers. Instead, begin the first line of the paragraph with a header, if necessary. For example, "Awards and Honors: The project director ..." or "Wanted: Volunteers to help pilot ..."
- Put acronyms in parentheses after the full name of a program or organization when first mentioned. Then use the acronym from that point forward. Example: "Developing New Leaders (DNL)." Do not use: "DNL (Developing New Leaders)." This also applies to project titles.
- For consortia or group projects, use the first paragraph to list each partner institution or organization (not units within each) and its state location, excluding the grantee institution and separating each partner with a semicolon. For example, if the grantee is Portland Community College, the first paragraph would be formatted like this: "Partners: Prince George's Community College (Maryland); American University (District of Columbia)."
- If applicable, conclude your abstract with a final paragraph leading off with the following words: "Awards and Honors: ...." Be sure to include the name and date of the award and the name of the awarding organization.

**Grant Number**

**Project Title**

**Abstract**

Save

## IV. Performance Narrative

Grantee:

Report: [Year Here] Annual Report

### Instructions

The main purpose a performance report is to summarize and describe the progress of your project toward achieving its goals and objectives.

**Annual Reports:** In a narrative of about five (5) double-spaced pages, relate the activities, successes, and difficulties that your project experienced during the annual reporting period. Discuss your progress on meeting each of the goals and objectives originally established for the project. Also discuss any difficulties you may have encountered in meeting goals and objectives within the project timeline, and how you resolved those difficulties. Describe any modifications to approved project activities during this reporting period. Explain why planned objectives were not attained or why scheduled activities were not implemented. Describe the corrective action(s) that will be taken to address the problem(s). Add other pertinent information on the progress of the grant project, as appropriate.

Upload your narrative by clicking on the "Upload" button at the bottom of this screen.

Upload Performance Narrative

Done